



**UNITED STATES MARINE CORPS**  
MARINE CORPS LOGISTICS BASE  
814 RADFORD BLVD STE 20312  
ALBANY, GEORGIA 31704-0305

BO 1040.7F  
A20000  
13 Jun 03

BASE ORDER 1040.7F

From: Commanding Officer  
To: Distribution List

Subj: ADMINISTRATIVE PROCEDURES FOR PROCESSING APPLICATIONS FOR  
VARIOUS MARINE CORPS COMMISSIONING PROGRAMS AND FOR  
AUGMENTATION INTO THE REGULAR MARINE CORPS

Ref: (a) MCO 1001.45G

1. Situation. The policy of this Command is to screen all applications for the Warrant Officer Program, the Officer Augmentation Program, and various enlisted commissioning programs. Composition, membership and convening time and dates of the boards will be announced by separate directive on an "as required" basis.

2. Cancellation. BO 1040.7E

3. Mission. To publish policies and procedures for processing and submitting applications for these programs.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The intent is to actively promote the various commissioning programs/augmentation opportunities into the regular Marine Corps, and to ensure the best Marines qualified are nominated. All applications for the programs indicated in the reference will originate with the Marine and be prepared per the appropriate order at the highest level in which they are assigned. Applications will be addressed to the Commandant of the Marine Corps (Code \_\_\_\_), via the appropriate chain of command.

(2) Concept of Operations. Applications for all programs will be processed in the following manner:

(a) After the application has been prepared, it will initially be routed through the Marine's OIC/Division Director for an endorsement consisting of a "word picture" highlighting the Marine's professional and personal traits.

BO 1040.7F  
13 Jun 03

(b) The application, with the OIC/Division Director's endorsement, will then be routed to the Commanding Officer, MCLB Albany for appropriate endorsement.

(c) There will be an interview board appointed by the Commanding Officer, Headquarters Battalion. This board's recommendation will be used to evaluate Marines. The board's evaluation of the applicant will be the basis for the Commanding Officer's endorsement.

(d) The package will then be routed to the Commanding General, Marine Corps Logistics Command. The Commanding General may wish to interview applicants before endorsing the package.

(e) If endorsed by the Commanding General, the package will be forwarded to HQMC for consideration.

## 5. Administration and Logistics

### a. Base Adjutant

(1) Assist applicants in preparing packages.

(2) Review applications to ensure completeness.

(3) Notify the Interview Board and schedule a convening date. Advise applicants of the date and time their presence is required.

(4) Coordinate with the LOGCOM Adjutant to schedule times for the Commanding General to conduct personal interviews.

(5) Publish all appropriate Base directives concerning the referenced program.

### b. Division Directors and Special Staff Officers

(1) Prepare a memorandum endorsement as specified in paragraph 2a above.

(2) Ensure this Order is given widest dissemination.

c. Senior Member, Interview Board. Review application(s), screen applicant(s), and prepare endorsement(s) for the Commanding Officer's signature.

BO 1040.7F  
13 Jun 03

6. Command and Signal

a. Command. This Order is applicable to MCLB Albany and Marine Corps Logistics Command.

b. Signal. This Order is effective the date signed.

(signed)  
J. R. WINGARD

DISTRIBUTION: A